

TRANSMITTAL SLIP		DATE
TO: D/OL		30 OCT 87
ROOM NO.	BUILDING	
REMARKS:		
FROM: D/LDA		
ROOM NO.	BUILDING	EXTENSION

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

53a

REFERENCE

30 October 1987

MEMORANDUM FOR: Director of Logistics

VIA: Chief, Facilities Management Division

FROM: Helene L. Boatner  
Director of Leadership Analysis

SUBJECT: Acquisition of Space for Office Consolidation

*John -*

1. This memorandum is to request approval for the consolidation of the Office of Leadership Analysis by moving our Political Psychology Division (PPD) and VIP Medical Division into two first-floor spaces -- 1H5126 which is about to be vacated by OIT and a second smaller area (1H5118) now occupied by DO/IMS, but apparently seldom used. Total space for this area approximates that which would be vacated by the two divisions in 5G03 and 3G00 respectively. (See attached floor plan.)

2. For your background, the two divisions have been separated from the main body of the office since LDA was created in mid-1986. Because these groups represent important analytical assets, I believe it is important to the mission of the office to move them to close proximity. Moreover, PPD must move anyway because it is in space about to be taken over by OIA.

3. OIT's current plan to vacate the space in question seems to present an opportunity to effect this move. Finding permanent space on the first floor for the Psychologists and Medical Doctors would reduce the number of currently foreseen moves for them and would ease EURA and OGI's situation as well, as they move into swing space.

4. Thank you for your attention to this matter, which I deem of great importance to my office.

Helene L. Boatner

Attachment:  
As stated

21088X-87

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CONCUR:

STAT



30 OCT 1987

Date

 Chief, Management, Planning and Services Staff

APPROVED:

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Director of Logistics

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Date

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SUBJECT: Acquisition of Space for Office Consolidation

STAT LDA/EXO  (30 October 1987)

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